



**LOWELL PUBLIC SCHOOLS**  
Henry J. Mroz Central Administration Offices  
155 Merrimack Street  
Lowell, MA 01852

Joel D. Boyd, Ed.D  
Superintendent

Tel: 978-674-4324  
Fax: 978-937-7609  
E-Mail: [jhall@lowell.k12.ma.us](mailto:jhall@lowell.k12.ma.us)

To: Dr. Joel Boyd, Superintendent of Schools  
From: Dr. James Hall, Chief Operating Officer  
Date: June 8, 2021  
Re: HR Subcommittee meeting

Enclosed are updated job descriptions for currently unfilled positions in the suspense account:

Student Outreach Liaison

Social Worker (Virtual)

Guidance Counselor (Virtual)

Administrative Assistant (School Clerk- Virtual)

Classroom Teachers (Accelerated Academy 2021)

Principal (Virtual Academy)

Academic Coach (existing)

Bilingual Family Liaison (existing)

Teacher (Virtual Academy)

Director of Information, Communication & Technology Services

Director of Alternative Education (existing)

Associate Head of School

Director of Parent/Family Leadership Institute

Coordinator of Culturally and Linguistically Sustaining Practices

Parent/Family Advocate

Data Inquiry Facilitator

Coordinator of Research and Accountability

School Climate and Engagement Specialist

Assistant to Director of Facilities

Deputy Chief Academic Officer

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**STUDENT OUTREACH LIAISON**

**STUDENT OUTREACH LIAISON**

**GENERAL STATEMENT OF JOB**

The Student Outreach Liaison implements the District's dropout prevention initiatives, including re-engaging students who previously dropped out of school and directing students and families to appropriate resources and services within the Lowell Public School System and the greater community; serving as liaison between at-risk and disengaged students and their families and the District's high schools; conducting home visits; disseminating information and coordinating with community partners; developing training events and materials for families; and assisting students and families with issues related to at-risk students by referring them to appropriate parties within the Lowell Public School System.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Collects, interprets and uses available data and existing literature to develop and implement strategies for addressing dropout prevention

Collaborates with school-based and district level personnel to address alternative educational placement opportunities for students

Assists students in transferring to alternative placements within the district

Acts as a liaison between the district's comprehensive and alternative schools

Researches model programs and funding opportunities for dropout prevention

Conducts home visits and establishes a professional rapport with students that earns their respects

Supports communication between parents and district personnel to improve the quality of relationships and trust.

Initiates and responds to phone calls, emails, and written correspondence related to supporting at-risk and disengaged students.

Provides information to parents about the district's procedures and instructional programs and the names and roles of school administrators and staff members.

Locates community resources for students and families.

Provides information to parents about the resources available to them throughout the school system and community.

Coordinates parent and student events at individual school sites and in various community settings.

Develops familiarity with agencies and organizations within the City of Lowell and the State of Massachusetts to offer resources and/or services to at-risk students

Helps parents and students who may need support or resolution concerning the educational process

Assists parents and students with the understanding of school and community information and resources

Coordinates academic-based learning opportunities/workshops for parents at flexible times

Monitors and maintains records as directed by the required by Director of Alternative Education

Supports individual schools in building strategies to increase and strengthen programs for at-risk and disengaged youth

Other duties as assigned

### **QUALIFICATIONS**

Bachelor's Degree in education or a related field.

Minimum of three (3) years of experience working with at-risk youth (in a PreK-12 educational setting preferred).

Ability to plan, organize, manage, and implement successful programs.

Ability to relate/interact with various cultures and social groups.

Ability to solicit resources for district needs.

Ability to exercise strict confidence in handling sensitive student and parent information.

Proficient with a computer and MicroSoft Office applications.

Demonstrated excellence in oral and written skills (Bilingual Preferred)

Ability to communicate effectively with staff, parents, community members, and public agencies.



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Social Worker (Virtual)**  
**Office of Teaching & Learning**

PROFESSIONAL RESPONSIBILITIES:

1. To perform casework service with individual students to correct those personal, social, or emotional maladjustment's to their education and social progress primarily for students enrolled in the virtual academy and/or you are in remote schooling.
2. To complete home assessments as needed for Special Education Team Evaluations or Central Intake Team Evaluators.
3. To perform group therapy on a selective basis for students needing this format.
4. To perform casework service with parents as an integral part of the task of helping students: to increase the parents understanding, their constructive participation in resolving their child's problems, and their knowledge and use of appropriate resources available.
5. To consult and collaborate with other school personnel in gathering and giving information of a case, and in establishing and planning for respective roles in the modification of the student's behavior.
6. To supervise the referral of students to various out-of-school agencies as necessary.
7. To maintain case records and files.
8. To perform such other tasks and assume such other responsibilities as assigned by the Director of Special Education, Virtual Academy Principal and/or Coordinator.

### *Equal Opportunity Employer*

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### *Job Requirements*

1. **A Master's of Social Work Degree from an accredited college or university (MSW).**
2. **Massachusetts Licensure as Social Worker.**
3. **Bilingual Proficiency preferred.**

**TERMS OF EMPLOYMENT:** As per LSAA contract.      **SALARY:**As per LSAA contract

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- At least 1 year of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

# LOWELL PUBLIC SCHOOLS LOWELL, MASSACHUSETTS

## Guidance Counselor (Virtual)

### Job Description

**Goals of the Guidance and Counseling Department in the Lowell Public Schools:**

*To encourage an atmosphere for free communication with all students.*

*To develop good rapport with faculty and staff through mutual understanding of common problems.*

*To encourage the growth of student responsibility for the fulfillment of educational, vocational, and social needs.*

*To respect the confidentiality and professionalism regarding student cumulative records and grade reports.*

*To cooperate with teachers in the facilitation of student – parent conferences.*

*To provide appropriate assistance to students seeking further education and to students who plan to enter the world of work.*

*To provide group guidance and group counseling as needed, or in so far as the school situation warrants.*

*To make available a sufficient supply of vocational and educational materials for information purposes.*

*To provide a testing program which will assist the student in identifying options which then coupled with the students' growing self-knowledge will lead to realistic decision making.*

*To develop a position counselor image among students and school personnel.*

### **Guidance Services**

*Guidance and counseling programs function to assist all pupils in (1) assessing and understanding their abilities, aptitudes, interests, and educational needs, (2) Increasing their understanding of educational and occupational opportunities and requirements, (3) Helping them make the best use of these opportunities through the formulation and achievement of realistic goals, (4) Helping pupils maintain normal personal social adjustments, and (5) Providing information useful to school staff members, parents and community in planning and evaluating the school's total program.*

*Teachers and parents, as well as guidance personnel, should participate in the organized Guidance Program. Coordination with other Pupil Personnel Services and appropriate community organizations is important. Counselors and Guidance Instructors function in such essential activities of the Guidance program:*

- 1. Collecting, organizing and interpreting information appropriate to an understanding of the pupil's abilities, aptitudes, interests and other personal characteristics related to educational, occupational planning and progress and normal personal social adjustments.*
- 2. Making available to pupils, parents and teachers information useful to them in understanding educational and occupations opportunities and requirements and personal and social relationships related to the choice of, and progress and educational program or an occupational field.*

### **Tutoring Policy**

*Occasionally a student will be in need of tutoring in order to keep up with his classes. Tutoring can be made available for students who are for prolonged periods, that is, longer than two weeks. These students would be unable to attend school because of illness, injury or a handicap.*

*The School Department provides this service realizing full well how important and regular school attendance is to succeed in school. Since tutoring can never be equated to the total experience of regular school attendance, parents are urged to see that their children come to school regularly.*

*Parents should phone Guidance Department whenever a health problem creates a need for tutoring.*

*In more specific terms, in order to better fulfill the philosophy, goals and objectives previously stated, guidance counselors and responsible for:*

- 1. Registration of students: making sure that the students have all the necessary documents (educational and health) for entering school.*
- 2. Gathering all necessary records for determining the appropriate grade placement of students.*
- 3. Determining the selection of courses for students.*
- 4. Effecting the students' course scheduling process.*



5. Monitoring the students' records to assure compliance with promotion and graduation requirements.
6. The inter-facing between Lowell High School and the sending eighth grade schools to effect a smooth transition of students from eighth grade to Lowell High School.
7. Remedying student schedules when necessary.
8. Collecting and providing all necessary information and appropriately responding to all inquiries regarding student placement and scheduling to: Parents, Administrators, Teachers, Students, and the School's Data Processing Department.
9. Keeping permanent records of students up-to-date.
10. Meeting each student on an individual basis at least once a year, regarding academic, personal and/or social issues pertinent to the student in question.
11. Participating in on-going conferences with parents relative to student progress in academic and personal areas.
12. Maintaining contact with court officials, mental health and social service agencies.
13. Contacting any specialist within the Lowell School Department as needed to provide supplementary services for students.
14. Attending support team meetings and provide information as needed.
15. Attending Special Education Team meetings and provide information as needed.
16. Conferring with health services (e.g. nurse) to inform teachers and others relative to any physical or educational disabilities or problems of students.
17. Initiating and documenting referrals to outside agencies when students' needs exceed the capability of available school-based results.
18. Administration of tests mandated by the State or the School Department. Counselor is available for interpretation of test results.
19. Preparing transfer forms for students leaving the school or system.
20. Arranging meeting between parents and teachers.
21. Preparing and sending out special progress reports regarding student's academic or social progress to parents and/or social agencies upon authorized request.
22. Assisting eighth grade students and parents regarding admission process at Greater Lowell Regional Vocational Technical School and Lowell School.
23. Assisting students in preparation of requests for all records of students transferring outside the school district. Records include transfer card, health record, and other pertinent information.
24. Planning and advisor/advisee system for the school and assisting the administration in its implementation, coordination and evaluation.

***If assigned to Lowell High School***

1. Assisting students in assisting and preparing selection charts for each student attending Lowell High School.
2. Preparation for Registration forms as needed (e.g. SSAT, PSAT, SAT, etc.)
3. Reviewing and verifying schedules and credit updates for graduation.
4. Maintaining and updating records for grades, 9, 10 and 11
5. Preparing and reviewing Financial Aid Forms.
6. Administering Advance Placement tests.
7. Preparing letter of recommendations for colleges and private schools.
8. Notifying students of local scholarships and financial aid available.
9. Assisting students in the use of career education programs and materials.
10. Planning and advisor/advisee system for the school and assisting the administration in its implementation, coordination and evaluation.
11. Carrying out other duties as assigned by the Superintendent or designee.

***Qualification:***

***REPORTS TO: Principal***

***SALARY: As per LSAA contract***

***EFFECTIVE DATE OF EMPLOYMENT: the start of School Year 2021-2022***

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## *Equal Opportunity Employer*

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## *Job Requirements*

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- REQUIREMENTS:
  - A Bachelor's Degree from an accredited college or university.
  - A Master's Degree from an accredited college or university.
  - Licensure valid for service as a Guidance Counselor in the Commonwealth of Massachusetts.
  - At least five years successful teaching or related experience.
- Master degree preferred
- Citizenship, residency or work visa required

# Job Description

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LOWELL PUBLIC SCHOOLS

ACCELERATED ACADEMY 2021

Position: Classroom Teachers

Reports to: Program Administrator

Dates of Employment: July 26 -July 30 (preparation time before the start of the program)

Students attend July 26, 2021 -July 30, 2021

Includes an additional paid 20 hours of planning and PD time prior to program start July 26, 2021

6 hours per day

Requirements / Qualifications:

At least three (3) years of successful teaching experience preferred

Experience working as a teacher in Lowell for students with and without disabilities

Experience working in a summer program or after school program to provide academic support

Certification as a classroom teacher

Experience with summer learning and designing engaging curriculum

Experience in program development and implementation of summer learning

Duties / Responsibilities:

Report to the Program Administrator

Teachers will offer daily instruction with students, and provide daily assignments and support as needed.

Plan lessons to meet the individual learning needs of each child

Support the development of English learning and supports through high-quality instruction

Provide instruction to approximately 10-12 students

Maintain daily classroom attendance and other relevant records

Report on student progress to families, Office of Teaching and Learning



Salary: 5 days x 6hrs per day = \$3,000 (DESE accelerated academy specified rate)

**Position Type: Accelerated Academy**

**Positions Available: 60**

Job Categories : Classroom Teacher > Elementary Reading

Classroom Teacher > Elementary Math

Classroom Teacher > Literacy and Math Coach

Classroom Teacher > Physical Education, Art and Music

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## Job Requirements

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- At least 3 years of relevant experience preferred
- Bachelor degree preferred
- Citizenship, residency or work visa required

# LOWELL PUBLIC SCHOOLS LOWELL, MASSACHUSETTS

## Clerk (Virtual)

### PERFORMANCE RESPONSIBILITIES:

Perform clerical duties under the supervision of the school administrators. Duties and responsibilities include answering telephone, filing, copying, greeting parents and visitors, maintaining databases, word processing reports and correspondence with a high level of accuracy, and performing a variety of clerical functions requiring a degree of knowledge of the function of the department. Individual should have good interpersonal skills and demonstrated word processing and database capabilities.

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### *Job Requirements*

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- Qualifications:

Excellent oral and written communication skills required. Secretarial, record keeping and computer skills required. Strong interpersonal skills required. Computer skills required, experience with X2, File Maker Pro, Excel, Word, Access and Munis preferred.

- High School/Trade School degree preferred
- Citizenship, residency or work visa required

### *Equal Opportunity Employer*

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# LOWELL PUBLIC SCHOOLS LOWELL, MASSACHUSETTS

## Principal (Virtual Academy)

### *Job Description*

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**GENERAL SCOPE OF RESPONSIBILITY:** The Principal shall work with the Central Administration and with the Professional Staff and parent body of the school, to develop the distinctive educational mission of the school, including the school's educational organization, staffing pattern and parent involvement mechanisms. The PRINCIPAL shall faithfully and effectively perform such duties and responsibilities as called for by: •M.G.L., Chapter 71 (amended by the Education Reform Act of 1993) •Policies of the Lowell School Committee •Directives of the Superintendent of Schools or his designees •The school's annual School Improvement Goals •The regulations and requirements of grants, special or mandated program The PRINCIPAL shall faithfully and effectively: •Maintain a safe, orderly, and welcoming school environment; •Promote participatory decision making including staff, parents, community and students; •Develop school improvement goals designed to affect improved student outcomes; •Assure equity and inclusion for all students; •Evaluate and modify curriculum and extra curriculum activities on an ongoing basis; •Evaluate staff and promote professional development; •Continually assess and maintain adequate and appropriate educational materials; •Maintain clear and effective communications; •Perform all such tasks as the Superintendent may deem necessary to carry-out the duties and responsibilities listed above. James F. Sullivan Communications School Philosophy: At the James F. Sullivan School of Communication, the staff will provide unlimited opportunities for students to study and learn the art of effective communication, engage actively and personally in speaking, listening, reading, and writing and improve their ability to express themselves and communicate more effectively with one another. In striving to achieve our mission, teachers will foster student growth in a myriad of ways including analytical and creative thinking, cooperative interaction, and cultural appreciation. Students will explore, evaluate, and develop language and communication skills through such creative activities as the theatre arts, journalism, and telecommunications. Our communications program will be based upon the development of every student's communication skills, every student's ability to think, to create and to convey those thoughts and creations to the world at large.

### *Equal Opportunity Employer*

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### *Job Requirements*

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1. A Master's Degree from an accredited college or university
2. Certification valid for service as a principal in the Commonwealth of Massachusetts
3. At least five years of successful teaching and or administrative experience

Reports to: Superintendent of Schools

Effective Date of Employment: July 1, 2021

Terms of Employment & Salary: As per contract

- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Administrative Assistant (Reengagement Center)**

**Qualification:**

**Job Responsibilities:**

Perform clerical duties under the supervision of the School Administrators. Duties and responsibilities include answering telephone, filing, copying, greeting parents and visitors, maintaining databases, word processing reports and correspondence with a high level of accuracy, and performing a variety of clerical functions requiring a degree of knowledge of the function of the department. Individual should have good interpersonal skills and demonstrated word processing and database capabilities.

**Qualifications:**

Excellent oral and written communication skills required. Secretarial, record keeping and computer skills required. Strong interpersonal skills required. Computer skills required, experience with X2, File Maker Pro, Excel, Word, Access and Munis preferred.

**Required  
Education  
Level:**

High School diploma





# ACADEMIC COACH

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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**Job ID:** 3158755

**Application Deadline:** August 25, 2019

**Posted :** August 16, 2019

**Starting Date:** Immediately

## Job Description

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### QUALIFICATIONS:

1. Master's Degree from an accredited college or university
2. Licensure valid for service as a K-8 or 9-12 teacher in the Commonwealth of Massachusetts
3. Licensure valid for service as a supervisor/director in the Commonwealth of Massachusetts, preferred
4. A minimum of five years of successful teaching experience in the classroom at the middle level
5. An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
6. Working knowledge of various local and state assessment instruments
7. Excellent organizational, interpersonal skills, and communication skills
8. Demonstrated computer proficiency and ability to integrate technology into instruction

### PERFORMANCE RESPONSIBILITIES:

Lowell Public Schools is looking for a dynamic individual who is passionate about changing the lives of young people and improving academics. The Academic Coach will provide support and assistance to principals, teachers and staff in the areas of curriculum development, instructional strategies, and with the school improvement process. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding.

### Specific Responsibilities:

1. Assist building administrators in the development, implementation, supervision, and evaluation of instruction for all educational programs at the school in accordance with the school/district's policies and procedures
2. Provide staff with professional development opportunities that help raise the level of instructional performance and student achievement
3. Work with staff to address the needs of students in at-risk situations and assist in the goal of all students meeting the state performance standards
4. Support the school's assessments to assure appropriate accountability and assist the school in the interpretation of test results
5. Assist campus personnel with developing and implementing appropriate interventions
6. Assist campus personnel with defining and ensuring quality first teaching
7. Assist classroom and school-based curriculum support personnel in organizing classrooms for effective learning



8. Assist/Model best practices in integrating curriculum across content areas
9. Facilitate alignment of district curriculum, instruction, professional development, technology and assessment practices with Common Core Standards
10. Mentor/Assist teachers to insure continuation of programs and instruction
11. Assist in the allocation of school resources and supplementary materials to support classroom instruction, the school improvement plan, and student achievement
12. Organize systems of data collection to allow for the comparison, analysis and evaluation of information within assigned building
13. Provide technical support to the district, building principal and building leadership in on-going professional development with a focus on school improvement
14. Provides training and support for diagnostic and evaluative assessment.
15. Plans and facilitates curriculum in-service meetings
16. Coordinate/collaborate with district support personnel and work cooperatively with teachers, school level personnel including coaches, and administrators toward meeting/exceeding objectives of the school and district
17. Support "best practice" in the classroom by conducting classroom observations, modeling, coaching and conferring with staff about their instructional practice
18. Assist in the development and implementation of school improvement plans and initiatives
19. Participate in district training as required
20. Work in collaboration with the District academic office
21. Ability to establish and maintain effective working relations with a diverse population
22. Perform other instructional/curriculum responsibilities or program requirements as assigned by the Chief Schools Officer

REPORTS TO: Chief Schools Officer

SALARY RANGE: \$80,000 to \$90,000

WORK YEAR: Non-Affiliated 12 Month position, 4 weeks paid vacation

**Position Type:** Full-time

**Positions Available:** 1

- Job Category : Administrator > Curriculum

## Equal Opportunity Employer

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## Job Requirements

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- At least 5 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

## Contact Information

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James Hall  
155 Merrimack Street 4th floor  
Lowell, Massachusetts 01862

Phone: 978 674 4325

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service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.

**Apply for this job online at <http://www.schoolspring.com/job?3158755>**



# BILINGUAL FAMILY LIAISON

Lowell Public Schools  
Lowell, Massachusetts

## Job Details

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**Job ID:** 3184794

**Application Deadline:** February 14, 2020

**Re-posted :** January 21, 2020

**Starting Date:** Immediately

## Job Description

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### QUALIFICATIONS:

1. Must have a High School Diploma or equivalent; Bachelor's Degree preferred
2. Ability to work positively with other parents and district personnel
3. Ability to take initiative in coordinating and organizing activities and events
4. Ability to accurately collect, organize and maintain data and information for reports
5. Bilingual capability preferred
6. Must have dissemination skills for printing newsletters and other publications
7. Must have good organizational skills
8. Must be willing to work flexible hours and attend some evening or weekend meetings as needed
9. Experience with technology and Office Word/Excel/Publisher preferred
10. Must have a valid driver's license

### PERFORMANCE RESPONSIBILITIES:

The Bilingual Family Liaison is responsible for working with families to improve their understanding of the school system, maximize their involvement in school activities and minimize any linguistic barriers that keep families from full participating in the educational process. The liaison will work to establish effective communication between home and school and improve community outreach and training opportunities for parents and families in support of the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This position focuses on working with families for whom English is a second language.

### Specific Responsibilities:

1. Assist in the support and implementation of the District/School based goals of family engagement
2. Assist in the planning and implementation of meetings and activities for parents of Lowell Public Schools students
3. Assume responsibility for maintaining records related to but not limited to school/family contact lists, welcome services and orientations, newcomer family supports, interpretation for families as needed, identification and matching of interpreters/translators for languages other than English
4. Assist in the development and dissemination of bilingual parent information to increase parent knowledge of programs and activities offered in Lowell Public Schools
5. Plan, attend and lead regularly scheduled family liaison trainings, meetings and events.



6. Assist in the coordination and integration of parent involvement strategies with other city programs and agencies
7. Make parent contacts when needed through letters, newsletters, phone conversations, emails and home visits
8. Work with parents and teachers to plan programs that increase parental participation in school activities and school site council activities
9. Gather information - such as through conducting a survey - to identify topics important to families and their children in order to better plan workshops/activities
10. Help plan and organize parent volunteers for school and central office activities that are developed to promote family involvement in the policy, program and budget decision-making process

REPORTS TO: Chief Equity and Engagement Officer

SALARY RANGE: \$38,000-\$48,000

WORK YEAR: Non-Affiliated 12 Month position, 4 weeks paid vacation

**Position Type:** Full-time

**Positions Available:** 1

- Job Category : Administrator > Public Affairs / Relations

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## Job Requirements

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- No experience required
- Citizenship, residency or work visa required

## Contact Information

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Latifah Phillips , Chief Equity Officer

155 Merrimack Street

Lowell, Massachusetts 01862

Phone: 978-674-4335

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**Apply for this job online at <http://www.schoolspring.com/job?3184794>**

# LOWELL PUBLIC SCHOOLS LOWELL, MASSACHUSETTS

## Teacher (Virtual Academy)

### PERFORMANCE RESPONSIBILITIES:

1. Remain up to date regarding curriculum content.
2. Plan instruction effectively.
3. Plan assessment of student learning effectively.
4. Monitor students' understanding of the curriculum effectively and adjusts instruction, materials or assessments when appropriate.
5. Create an environment that is positive for student learning and involvement.
6. Maintain appropriate standards of behavior, mutual respect and safety.
7. Make learning goals clear to students.
8. Use appropriate instruction techniques.
9. Use appropriate questioning techniques
10. Evaluate, try innovative approaches and refines instructional strategies, including the effective use of technologies, to increase student learning and confidence in ability to learn.
11. Communicate learning goals and high standards and expectations to students.
12. Promote confidence and perseverance in the student that stimulate increased personal student responsibility for achieving the goals of the curriculum.
13. Strive to ensure equitable opportunities for student learning.
14. Demonstrate appreciation for and sensitivity to the diversity among individuals.
15. Be constructive and cooperative in interactions with parents and receptive to their contributions.
16. Share responsibility for accomplishing the goals and priorities of his/her grade/team/department, building and school district.
17. Be a reflective and continuous learner.
18. Comply with School Committee policies, contractual agreements, state and federal laws and regulations.
19. Work cooperatively with colleagues, administrators and other school personnel.

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## Job Requirements

- Qualification:  
Certification valid for service as a teacher in the Commonwealth of Massachusetts.  
  
SEI endorsement/ESL licensure preferred  
  
Bachelor's Degree.  
  
Experience with appropriate age group.
- At least 1 year of relevant experience preferred
- Bachelor degree preferred
- Citizenship, residency or work visa required

## **Director of Information, Communication & Technology Services**

### **Overview:**

#### **Job Goal:**

The Director will manage and direct the administrative and educational aspects of technology district-wide in support of student achievement and staff productivity.

#### **Performance Responsibilities:**

1. Serve as an active member of the technology committee supporting efforts to set long-range plans, curricular goals, and the budget for the district.
2. Create a technical vision for the district and plans for implementation of new technical projects to support that vision.
3. Create technical budgets, allocate resources, and determine schedule of product releases or project deadlines.
4. Oversee the overall network infrastructure plan and implementation, including network administration and maintenance.
5. Establish and maintain an effective system of electronic communications throughout the organization.
6. Oversee staff development needs of technology staff.
7. Coordinate development and maintenance of policies and procedures related to educational technology.
8. Define standards for technology and standard configuration for instructional spaces at all grade levels.
9. Understand all hardware and have the ability to show others how to do repairs.
10. Maintain records including: inventory, documentation of systems, and maintenance and operation records.
11. Define replacement cycle, including end-of-life strategy.
12. Plan and implement community awareness and educational programs that relate to technology.
13. Oversee the purchase, installation and management of all technology hardware and software.
14. Provide for preventative maintenance, service and service contracts on designated software.
15. Collaborate with appropriate departments and provide technology specifications for all grants, and incentive programs.
16. Keep apprised of new developments and resources in the technology field and their application in support of student learning.
17. Other duties as assigned by the Chief Academic Officer and Superintendent of Schools.

**Qualification:      Qualifications:**

- Bachelor's degree or higher with experience in education.
- Master's degree in Instructional Technology, Information Technology, Computer Science, Library Media Science, or Educational Leadership preferred.
- Five years education/technology experience, ten years preferred.
- Understanding of technology and how it relates to curriculum.
- Willingness to allow for flexibility in scheduling hours/days.
- Strong written and oral communication skills.
- Demonstrated project management skills.
- Proven leadership ability.
- Strong organizational skills.
- Ability to manage and motivate employees and delegate work appropriately.
- Ability to work closely and instruct adults.

**Reports to:** Chief Academic Officer

**Effective Date of Employment:** As soon as possible after posting period closes

**Salary:** \$\_\_\_\_\_ to \$\_\_\_\_\_ annually

**Terms of Employment:** 227 - 237 day annual employee (negotiable), non-affiliated

**Required Certificate(s):**

*(All listed items are required to qualify for this position.)*

**Additional/Optional Certificate(s):**

*(All listed items are optional and not required to qualify for this position.)*

**Required Endorsement(s):**

**Additional/Optional Endorsement(s):**



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Director of Alternative Education  
Office of Teaching & Learning**

The Director of Alternative Education shall function under the overall direction of the Chief Academic Officer in collaboration with the Head of School of Lowell High School. The Director of Alternative Education will be expected to oversee the day-to-day operations of the Career Academy housed at the Molloy School, as well as its policies, procedures, budget and curriculum/program design. In accordance with the district's policies and procedures regarding alternative programs, the Director of Alternative Education shall:

1. Have the responsibility for collaborating with appropriate administrators and faculty to develop, implement, supervise, manage, assess, evaluate and improve all aspects of instruction, curriculum and student support services for the Career Academy. This shall include the observations of teachers in their classrooms with follow-up conferences designed to enhance the teaching and learning process.
2. Assist in establishing and maintaining the highest quality of curriculum and instruction by adhering to the "Principles and Standards of Effective Administrative Leadership" as outlined in the LSAA Evaluation Handbook. The major elements of these principles and standards are as follows:
  - • Effective Instructional Leadership
  - • Effective Organizational Leadership
  - • Effective Administration and Management
  - • Promotion of Equity and Appreciation of Diversity
  - • Effective Relationships with the Community
  - • Fulfillment of Professional Responsibilities
3. Direct and assist staff in developing a positive learning environment that addresses the needs of all learners.
4. Assist in coordinating Career Academy staff efforts in curriculum improvement projects, and the inclusion of appropriate new developments in curriculum and instruction in the educational program.
5. Assist in the management, supervision, evaluation and ongoing improvement of all of the Career Academy teaching staff in keeping with the Educator Evaluation System.
6. Assist in the management, supervision, monitoring and evaluation of all other staff (professional, non-professional, full-time, part-time, permanent, temporary, salaried, non-salaried) assigned to his/her program.
7. Assist in recruiting and interviewing of prospective Career Academy staff members in accordance with the School Department's personnel policies and procedures.

**LOWELL PUBLIC SCHOOLS  
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**Director of Alternative Education  
Office of Teaching & Learning**

**Performance Responsibilities continued:**

8. Assist in organizing and conducting orientation, departmental and staff committee meetings for the purpose of maintaining currency in curriculum, quality in instruction, conformance with policies and procedures and effective articulation and transition between the Career Academy(s) and other high school programs.
9. Provide leadership to ensure equity for all students and the valuing of diversity in the classroom environment.
10. Provide leadership to responsibly meet the needs of all students, building a functional, productive and innovative learning approach to high school alternative education.
11. Work in full coordination and cooperation with appropriate student support services personnel involving all aspects of student assessment, placement, meeting of established prerequisite requirements, transfers and appropriate intervention as needed.
12. Work in full coordination and cooperation with all appropriate administrators and specialists and work to effectively address issues of students, including students with special needs and limited English proficiency.
13. Build a functional, productive and innovative learning approach to high school alternative education by using appropriate strategies across the curriculum.
14. Monitor and assess implementation of Classroom Management Plans.
15. Review and assess Lesson Plans and Classroom activities.
16. Promote and integrate effective use of appropriate instructional technology.
17. Assist in all assessment and testing programs including standardized tests, state mandated tests, and placement tests as required. Analyze test results for the purpose of integrating the results into meaningful curriculum and instructional revisions.
18. Oversee the implementation of educational and clinical services specified in each student's Individual Educational Program (IEP).
19. Assist in coordinating curriculum development, revision, assessment, and implementation including organizing and leading committees in the ongoing effort to upgrade curriculum guides and courses of studies catalogues consistent with the Common Core of Learning within the time frame of the contractual work year and to develop recommendations for the addition of new courses, grade placement of new courses, credit allowance for new courses and revisions of graduation requirements.
20. Assist in assessing the need, planning, developing, scheduling and implementing of staff development and pre-service and in-service programs.



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**Director of Alternative Education  
Office of Teaching & Learning**

21. Work collaboratively with Lowell High School staff to develop and implement an effective transition process for all students transitioning to and from Lowell High School, Leblanc, Cardinal O'Connell, Bridge Program and Career Academy sites.
22. Assist in maintaining an updated professional curriculum library for staff use and in encouraging the development, publication and use of new, appropriate instructional materials by staff.
23. Assist in the preparation and administration of the program's budget; and supervise and coordinate the acquisition and utilization of instructional materials, equipment and supplies; and, maintain responsibility for the distribution, collection, storage, inventory and accountability thereof.
24. Review all Career Academy staff requests for field trips, conferences, workshops, out-of-district visitations, etc. Make recommendations to the Headmaster and ensure that all required procedures and paperwork are followed within established timelines.
25. Participate in established orientation programs for parents and community groups; and, orientation and mentoring programs for all students and for all staff members.
26. Assist in the preparation and dissemination of appropriate school to home communications; facilitate parental conferences; and maintain contacts with the community, outside agencies and consultants as needed.
27. Meet with the Assistant Superintendent for Student Support Services and with the Lowell High School Headmaster for the mutual communication of information that is pertinent to the duties and responsibilities that are described herein.
28. Perform such other tasks and responsibilities related to the foregoing listed duties as may be directed or assigned by the Assistant Superintendent for Student Support Services and the Lowell High School Headmaster from time to time.

In addition to the responsibility of overseeing the day-to-day operation of the Career Academy, the Director of Alternative Education will also be responsible for:

29. Oversight and evaluation of all Alternative Programs.
30. Oversight and evaluation of all Alternative Program coordinators.
31. Conduct a comprehensive study of Alternative Programs inclusive of budget analysis.
32. Develop guiding principles for Alternative Education for the district.
33. Support data driven decisions to assess effectiveness of current Alternative Education programs.
34. Support the development and implementation of Positive Behavior Interventions and Support.
35. Assess student needs and explore more alternative education options for students.



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**Director of Alternative Education  
Office of Teaching & Learning**

36. Explore the possibility of forming a Community Re-Engagement Center for students who have dropped out of school.
37. Collaborate with community based alternative programs.

**REQUIREMENTS:**

1. A Master's degree from an accredited college or university.
2. Licensure valid for service as a teacher or related service provider in the Commonwealth of Massachusetts.
3. Licensure valid for service as a Principal or Supervisor/Director in the Commonwealth of Massachusetts.
4. Demonstrated ability to coordinate all aspects of academic and student support services in a Career Academy setting
5. At least five years successful teaching or related experience.
6. Excellent organizational and interpersonal skills.
7. Demonstrated computer proficiency preferred.

**SALARY** as per LSAA contract

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Associate Head of School  
Lowell High School**

The Lowell Public Schools (LPS) is one of the largest and most diverse districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. Lowell High School is one of the largest high schools in the state, currently serving approximately 3,000 students. Lowell High School is looking for a passionate and committed leader to join our team who wants to help us reach our vision of realizing the Portrait of a Graduate, achieving our school-wide goals, and assisting in our turnaround efforts. The ideal candidate believes and understands the importance of our district's core beliefs which define a high-quality education as a fundamental civil right of every child in Lowell Public Schools.

The Associate Head of School is a leadership position, reaching across all levels of the school, 9-12, across all curricula disciplines, and across all programmatic offerings. This position works in partnership with the various constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of teaching and learning.

The ideal candidate will be a team player who has a warm collaborative nature, positive energy, a sense of humor, and is a consensus builder who possesses:

- Excellent skills in communication and technology, including outstanding writing and public speaking skills
- Experience serving in urban schools, with diverse populations
- A deep commitment to the regular evaluation of curriculum, academic programming, and faculty growth and accountability with an eye towards vertical, horizontal, and cross-discipline alignment, relevant and intentional student experiences, and evidence-based teaching and learning
- Experienced with high school secondary reform and turnaround, early college, high school pathways, and other post-secondary initiatives.
- Commitment to personal academic and leadership growth and skill development.

**Responsibilities:**

- Maintains congruence between the School's mission and all programming
- Supervises curriculum integrity, alignment, and articulation across all school programs and grade levels
- Serves as the academic advisor to the Head of School (HOS) as it pertains to curriculum, academic programming, high school reform, and post-secondary planning and personnel
- Meets regularly with all administrators as a group and individually
- Supports best practices in curriculum and pedagogy, based on current research on teaching and learning
- Serves as the director and coordinator of faculty professional development and faculty growth and renewal
- Leads develop and manages meetings, task forces, and all levels of the administrative teams as they pertain to the mission of the school
- Acts as an educational catalyst for best institutional and educational practices



- Work with student groups in defining and achieving the overall objectives and effectiveness of the total school program, including but not limited to the Student Advisory Council
- Co-manages and co-leads the effective implementation of school turnaround initiatives
- Develops and recommends policies for LHS and advises on their applicability District-wide
- Reviews and advises Head of School on disciplinary matters and investigations related to teachers and administrators; investigates matters as directed by Head of School, labor counsel, or Chief Operating Officer, or Superintendent.
- Serves as advisor to Head of School, Chief Operating Officer, HR personnel, and Superintendent on labor negotiations and union relations within Lowell High School.
- Other duties as assigned by the Head of School

#### **Competencies:**

- Commitment to diversity, equity, and inclusion
- Self-assured and confident public speaker
- Exceptional attention to detail
- Believes in restorative practices and has a positive growth mindset
- Creative thinker and problem solver
- Effectively uses technology as a tool for teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Calculated risk-taker, not paralyzed by challenges or failure
- Excellent communication, listening, and negotiation skills
- Knowledge of collective bargaining processes

#### **Specialized Skills, Knowledge, and Expectations:**

- High level of fluency and comfort with ASPEN
- Demonstrated understanding of other instructional technology tools including standard office suite packages like Microsoft Office, Google Educational Apps, and multimedia creation tools and digital media and its application to learning
- An active participant who seeks presentation and leadership opportunities in professional organizations outside of LHS/LPS.
- Experience with the NEASC Accreditation process and 2020 Standards for Accreditation.
- Able to analyze data to increase student achievement
- Bilingual/Bicultural preferred
- 5 plus years of teaching experience and experience as a school leader, preferably in an urban setting
- Assistant Principal and Principal licensure required

REPORTS TO:	Head of School
SALARY RANGE:	\$120,000.00-\$130,000.00
BUILDING ASSIGNMENT:	Lowell High School
WORK YEAR:	12-Month position, Unaffiliated



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Director of Parent/Family Leadership Institute  
Office of Equity and Empowerment**

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university
- Minimum of five (5) years relevant experience
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office
- Exceptional interpersonal skills and the ability to communicate effectively with diverse stakeholders
- Proven ability to effectively design and deliver goal-oriented adult learning experiences
- Demonstrated commitment to racial and educational equity
- Experience working in a diverse cultural and linguistic setting.
- Strong data analysis skills
- Ability to develop initiatives and oversee the development of short-term and long-term plans that support strategic objectives.
- Strong interpersonal, verbal, and written communication skills with attention to detail
- Ability to work flexible hours including some nights and weekends

**QUALIFICATIONS - PREFERRED:**

- Master's Degree from an accredited college or university
- Experience developing curriculum and working in or with Lowell Public Schools
- Demonstrated success working with teachers and administrators as a professional development provider, team leader, and/or facilitator.
- Proficiency in a high incident language of the district (Spanish, Khmer, Portuguese)

**PERFORMANCE RESPONSIBILITIES:**

Under the direction and supervision of the Chief Equity and Engagement Officer, The Family Leadership Institute Director develops and facilitates training, communication and partnerships between families, staff, and the broader community. The Director focuses on providing parents/guardians - as adult learners - with opportunities for acquiring knowledge, skills and understanding in how to advocate for and participate in the educational decision-making for their child(ren). The Director will work closely with family councils, school site councils, school leadership and teachers in establishing and maintaining partnerships with families as well as family organizations. The Family Institute Director will report directly to the Chief Equity and Engagement Officer.

Committed to the vision of 1) eliminating the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) providing equitable funding and resources among the district's diverse schools and 3) engaging families with courtesy, dignity, respect and cultural understanding, this position will act as an agent of change who will promote Culturally and Linguistically Sustaining Practices (CLSP) across the district with a focus on schools and classrooms.

**Specific Responsibilities:**

- 1) Manage Family and Community Learning Program to offer high-quality adult basic education classes and programs (English and multi-lingual programming) geared toward eliminating the achievement and opportunity gaps across the district
- 2) Coordinates and/or implements the parent/family learning opportunities and staff professional development
- 3) Designs, implements, evaluates and reports on adult learning experiences that build internal capacity and meet site-specific needs relating to the parent/family engagement
- 4) Work closely with parent organizations, schools, central offices, community partners and district consultants to support implementation of a cohesive district-wide strategy centered on parent/family engagement

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Director of Parent/Family Leadership Institute  
Office of Equity and Empowerment**

- 5) Reviews, researches, prepares and disseminates information pertaining to trends in parent/family engagement practices and curriculum development
- 6) Design learning management system to house parent/family learning opportunities
- 7) Recruit, training and manage evening facilitators to support family education classes
- 8) Coordinate the scheduling of facilities for family education sessions, workshops
- 9) Track family attendance, participation and growth and provide regular updates on the impact of the program on the participants, students, the school, and the community.
- 10) Monitor the quality of the program through quantitative and qualitative measures
- 11) Establish, maintain, and sustain partnerships with community members and community organizations that provide services and supports for families
- 12) Create, strengthen and implement systems to collect feedback from families and community members
- 13) Assist with social media, e-newsletter articles, flyers, and attendance of partner events to share information of the PTI across the state.

<b><u>REPORTS TO:</u></b>	Chief Equity and Engagement Officer
<b><u>SALARY RANGE:</u></b>	\$110,000 to \$120,000
<b><u>WORK YEAR:</u></b>	Non-Affiliated 12 Month position 227 Days



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Coordinator of Culturally and Linguistically Sustaining Practices  
Office of Equity and Empowerment**

**QUALIFICATIONS:**

- Master's Degree from an accredited college or university
- Minimum of five (5) years relevant experience
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office, Google Suite
- An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
- Working knowledge of various local and state assessment instruments
- Exceptional interpersonal skills and the ability to communicate effectively with diverse stakeholders
- Experience working in a diverse cultural and linguistic setting
- Proven ability to effectively design and deliver goal-oriented adult learning experiences, with a preference for those oriented to cultural proficiency
- Demonstrated commitment to racial and educational equity
- Track record of raising expectations for historically marginalized students
- Strong data analysis skills

**QUALIFICATIONS - PREFERRED:**

- Experience and demonstrated expertise as a classroom teacher
- Experience developing curriculum and working in or with Lowell Public Schools
- Demonstrated success working with teachers and administrators as a professional development provider, team leader, and/or facilitator
- Proficiency in a high incidence language of the district (Spanish, Khmer, Portuguese)

**PERFORMANCE RESPONSIBILITIES:**

Under the direction and supervision of the Chief Equity and Engagement Officer, directs the District's professional development around the Culturally and Linguistically Sustaining Practices framework principles such as creating a welcoming and affirming environment, setting high expectations for students, collaborating and building partnerships with families, and integrating equitable practices across all areas of the district, including hiring, finance and school assignment, etc.

Committed to the vision of 1) eliminating the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) providing equitable funding and resources among the district's diverse schools and 3) engaging families with courtesy, dignity, respect and cultural understanding, this position will act as an agent of change who will promote Culturally and Linguistically Sustaining Practices (CLSP) across the district with a focus on schools and classrooms.

The intent behind the CLSP coordinator role is to close opportunity and achievement gaps, promote restorative and healing practices, support the strengthening of positive, affirming, respectful learning and work spaces for students, staff, families and communities using principles adopted within the district's CLSP framework. The majority of the CLSP coordinator's time will be planning and delivering professional development sessions and evaluating progress with staff and other coaches.

**Specific Responsibilities:**

- 1) Serves as leader in matters relating to Culturally and Linguistically Sustaining Practices, including principles of equity, inclusion and diversity
- 2) Coordinates and implements staff professional development



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Coordinator of Culturally and Linguistically Sustaining Practices  
Office of Equity and Empowerment**

- 3) Designs, implements, evaluates and reports on adult learning experiences that both build internal capacity and meet site-specific needs relating to the CLSP framework
- 4) Works closely with central office, schools, partners, community and student groups and district consultants to support implementation of a cohesive district-wide strategy centered on CLSP
- 5) Advances awareness and capacity to lead CLSP throughout the district, which includes identifying individuals in the district who can become CLSP coaches and equity champions in schools
- 6) Works cross functionally with other departments responsible for providing professional learning to align CLSP principles across school and district-led PD
- 7) Reviews, researches, prepares and disseminates information pertaining to trends in CLSP practices, curriculum development, and discipline
- 8) Analyzes reports, interprets student performance data and makes recommendations for instructional improvement to the Chief Equity and Engagement Officer, Chief Academic Officer and Chief Schools Officer
- 9) Collaborates with the Teaching and Learning office on the process of textbook and curriculum review, evaluation, selection and adoption
- 10) Advances the principles of equity and cultural and linguistic relevance through supporting the operationalization of the Culturally and Linguistically Sustaining Practices framework
- 11) Monitors the district's racism and bias-based offenses protocol and supports the resolution of individual matters in addition to identifying and planning solutions for trends that emerge across the district or within a sub-set of schools
- 12) Assesses cultural and linguistic proficiency needs across schools and departments
- 13) Designs learning management system around the Culturally and Linguistically responsive continuum and development of system to issue professional learning
- 14) Uses existing data regarding school-level practices, to assess cultural proficiency needs at individual schools and departments, and collaborate with the data office to establish new data collection needs to support the monitoring and tracking of cultural proficiency needs at schools
- 15) Continues and furthers the measures of CLSP (school walkthroughs, observation protocols, coaching) both with district staff and district consultants

<b><u>REPORTS TO:</u></b>	Chief Equity and Engagement Officer
<b><u>SALARY RANGE:</u></b>	\$110,000 to \$120,000
<b><u>WORK YEAR:</u></b>	LSAA, 12 Month position 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Parent/Family Advocate  
Office of Educational Equity and Community Empowerment**

**QUALIFICATIONS:**

1. Must have a High School Diploma or equivalent in the USA.
2. Must have dissemination skills for printing newsletters and other publications.
3. Must have good organizational skills.
4. Must be willing to work flexible hours and attend some evening or weekend meetings as needed.
5. Experience in the use technology and the use of Office Word/Excel/Publisher → 60 college credit hours, Bachelor's Degree preferred
6. Ability to work positively with other parents and district personnel
7. Ability to take initiative in coordinating and organizing activities and events
8. Ability to accurately collect, organize and maintain data and information for reports
9. Must have a valid driver's license

**PERFORMANCE RESPONSIBILITIES:**

This employee acts as a source of information and referral, aids in answering individuals' questions, and assists in the resolution of concerns and issues. The advocate serves as a resource to parents in and as an informal neutral facilitator for problem solving, assisting parents in learning how to resolve issues themselves, and fostering positive working relationships between the school community and District staff.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- 1) Serve as the first phone and in-person contact for families at the Central Office
- 2) Serve as a resource for parents and the public to communicate education-related concerns. Provide information and assistance regarding District academic and non-academic rules, regulations, and procedures
- 3) Advocates for fairness, equity, inclusion, consistency, and positive working relationships between parents, teachers, students, administrators and community partners
- 4) Assist stakeholders to identify the appropriate school or department to which they should address their issues
- 5) Facilitate dialogue between home and school as a means of resolving concerns
- 6) Research and identify best practices and approaches to proactively address and prevent potential conflict situations
- 7) Provide one-on-one and group supports to effect positive relationships between District staff, parents, students and the community.
- 8) Prepare and distribute information about complaint and appeals processes
- 9) Receive, intake and document initial concerns
- 10) Identify recurring issues or patterns of complaints that would benefit from change in training, policy, and/or regulations and present corresponding recommendations for changes



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

Parent/Family Advocate  
Office of Educational Equity and Community Empowerment

- 11) Participate in the development of district and departmental policies to ensure fair and equitable delivery of district services
- 12) Support the development and distribution of a variety of multilingual communication tools, brochures, and related communications which ensure that underserved and non-English speaking constituents are afforded equal access and understanding of their rights and procedures when navigating the District assistance and complaint processes
- 13) Ensure confidentiality of information received and gathered in compliance with board policies, state and federal laws concerning complaint investigation and resolution
- 14) Perform related duties as assigned.

**EMPLOYMENT STANDARDS**

Knowledge of:

- Techniques and principles of high-quality customer service.
- District culture, policies, procedures, organizational structure.
- Ethnic, racial and cultural diversity of the Lowell Public Schools community.
- Analytical, problem-solving and decision-making methodologies.

Ability to:

- Work through and manage conflict, deal with controversy and handle sensitive information and data with confidentiality.
- Build trust and communicate effectively with racially and culturally diverse communities.
- Ensure equal access to underserved and non-English speakers to navigate District complaint processes.
- Analyze processes and problems, identify opportunities for improvement and follow through on changes.
- Deliver a high-level of customer service to district stakeholders.
- Work independently under minimal supervision.
- Work collaboratively with a variety of people and establish effective relationships with families, schools and community members

Education and Training:

- A Bachelor's degree in Education, Psychology, Sociology, Conflict/Dispute Resolution, Education, Human Resources,
- Experience working in a K-12 school district or public agency is preferred.
- Bilingual/bi-literate skills in a language other than English are highly desirable.
- A high school diploma may be considered with commensurate professional experience

**REPORTS TO:** Chief Equity and Engagement Officer

**SALARY RANGE:** \$38,000-\$48,000

**WORKYEAR:** 12-Month position, 227 Days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Data Inquiry Facilitator  
Office of Teaching & Learning**

**Data Inquiry Facilitator**

**QUALIFICATIONS:**

- Master's degree in Education or a related field, preferred
- Licensure valid for service as a teacher in the Commonwealth of Massachusetts
- Minimum 3 to 5 years of collective experience with a combination: classroom teaching, facilitating adult learning, and/or work in related field
- Background in facilitating adult learning specifically related to data literacy
- Experience teaching in an urban public school
- Leadership/coaching experience, preferred
- Experience working across multiple teams of sites
- Familiarity with the Data Wise Improvement Process, preferred

**PERFORMANCE RESPONSIBILITIES:**

Inquiry is a scaffolded process that guides teams of educators to examine and adjust instruction to understand how teaching impacts student learning. In each data cycle, teachers analyze student learning data, examine instructional practice, generate hypotheses for how instruction impacts student learning, implement changes in classrooms, and gather evidence to gauge improvement in student learning and teacher practice.

Inquiry Facilitators, as a member of the LPS Department of Research and Accountability (DRA), work day-to-day to support teachers and principals in a cohort of schools. School support is differentiated based on instructional priorities and intensity of student need, providing the most support to schools with the greatest student need. The Inquiry Facilitator offers a range of support including year-long intensive coaching partnerships, periodic coaching consultation, and professional learning sessions. Inquiry Facilitators are pivotal to the development of high-functioning teams that model and lead evidence-based school improvement.



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Data Inquiry Facilitator  
Office of Teaching & Learning**

**Specific Responsibilities:**

**Scale Data Inquiry District-Wide:**

- Support ongoing expansion of data inquiry. Help improve the consistency of collaborative data inquiry practice across the district and build shared language and understanding of data inquiry.
- Create protocols, agendas, templates, and data trackers to assist teacher teams in analyzing and gathering evidence relevant to the focus of their inquiry.
- Serve as an advocate and champion of inquiry by spreading best practices, identifying opportunities for alignment and collaboration with other district initiatives, and modelling a relentless focus on evidence.

**Coach Teacher Leaders and Principals**

- Provide one-on-one coaching to principals and teacher leaders. Coaching should empower these leaders to guide their teams through data cycles, demonstrate effective meeting facilitation, build trust, manage conflict, and model responsible data use.
- Engage in key coaching practices such as provoking reflection through feedback, co-developing team meeting agendas, debriefing inquiry meetings, observing instruction together, analyzing recent assessment data, and developing action plans.

**Provide Liaison Support**

- Act as a DRA department representative, working to respond to data and coaching needs throughout a network of schools. Respond to both immediate and longer-term requests for analysis and synthesize key takeaways in a succinct format such as a memo, slide deck, or data visualization.
- Contribute to a cross-functional team to prioritize and differentiate school support based on school performance.

**Deliver Effective Professional Development**

- Facilitate adult learning through inquiry by setting clear expectations for collaboration, creating structures for actionable feedback and honest reflection, functioning as an objective process observer, and consolidating team thinking.

LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

**Data Inquiry Facilitator**  
**Office of Teaching & Learning**

- Design and facilitate professional development opportunities throughout the year for principals and teacher leaders who lead teams of educators through data cycles.

**Build Internal Team Capacity**

- Contribute to a strong team culture within the Department of Research and Accountability by facilitating highly-effective team meetings, engaging in peer coaching, participating in team-wide reciprocal feedback, and collaboratively creating new structures and resources for schools.
- Become an expert in responsible data use and how to leverage LPS data systems and assessments.

**Support SIMS and EPMIS Reporting**

**REPORTS TO:** Director of Research & Accountability; Building Principal  
**SALARY RANGE:** \$80,000 to \$90,000  
**AFFILIATION:** Non-affiliated  
**WORK YEAR:** 10-month position

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**Coordinator of Research and Accountability  
Office of Teaching & Learning**

**QUALIFICATIONS:**

- preferred, Master's Degree with specialization related to assessment, evaluation and research or related fields
- Bachelor's degree
- Five or more years of successful leadership, administrative experience leading, supervising or managing; preference given to leading and managing comprehensive assessment and evaluation systems, or;
- Five or more years of administrative experience or an equivalent combination of education and experience.

**PERFORMANCE RESPONSIBILITIES:**

The Coordinator of Research and Accountability will be responsible for the execution of a performance management system for schools and the district including development and dissemination of all achievement related data related to the mission of Lowell Public Schools. This position will play a critical role in supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps, among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) engage families with courtesy, dignity, respect and cultural understanding. This administrator will assist in providing data analytics and executing testing activities including all District summative and formative assessments. This administrator will also lead the implementation of the District's use of performance data across multiple platforms to enhance the use of student achievement to inform instructional planning and decision making.

**Specific Responsibilities:**

1. Assist in providing leadership for the development of a district wide performance management system including: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting
2. Lead the timely reporting and streamlining of District data
3. Ensure District systems function appropriate so that schools have access to key data analytics
4. Collaborate with school leaders by providing key support and development to schools in the form of data/information and training
5. Direct and oversee all formative testing systems
6. Prepare district and school level report analyses for all state tests and assessment data
7. Oversee research with both internal and external partners
8. Provide leadership and oversight in school placement and central registrars
9. Serve as key liaison to DESE for all achievement data
10. Ability to establish and maintain effective working relations with a diverse population
11. Perform other duties assigned by the Chief Schools Officer



LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS

Coordinator of Research and Accountability  
Office of Teaching & Learning

**MAJOR ACCOUNTABILITIES:**

Provide assistance, support and technical implementation to the Director in leading and providing strategic direction on the following key activities:

**A. Performance Reporting**

- District level achievement reports for all schools
- Access to formative and summative assessment data

**B. Assessment**

- Data analysis
- Test administration – state and formative
- State reporting of achievement data

**C. Research and Evaluation**

- Complete internal and support external research requests for data
- Complete program evaluation for key instructional district initiatives

**D. Data Management**

- Develop and manage a data governance process across central office

**REPORTS TO:** Director of Research and Accountability

**SALARY RANGE:** LSAA Pay scale

**WORK YEAR:** 12 month position, 213 days

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**School Climate and Engagement Specialist  
Office of Teaching & Learning**

**QUALIFICATIONS:**

1. Bachelor's degree in the areas of Education, Social Work, or Human Development. Master's degree preferred.
2. Three to five years direct service with youth, social work, teaching or related experience
3. Expertise in the areas of Restorative Justice, community partnerships, social-emotional learning and school discipline in an urban setting preferred
4. Ability to establish and maintain effective working relationships with a diverse population

**PERFORMANCE RESPONSIBILITIES:**

Lowell Public Schools is looking for a dynamic individual who is passionate about working with youth, families, and communities through whole-child systems of support. The School Climate and Engagement Specialist will be on the front lines launching LPS programming, supporting school partnerships, and building proactive relationships with students, teachers, administrative staff, and community organizations. This position is a program developer, a facilitator of student groups and relationships, coordinator of community partnership supports, and a facilitator of school climate and culture building systems.

This position works with multiple stakeholders including students, family members, school staff, and community partners to facilitate a collaborative community school model to improve school climate and address non-academic needs of students and families. This position will play a critical role in communicating and supporting the district's commitment to 1) eliminate the racial, ethnic and linguistic achievement and opportunity gaps among all students, 2) provide equitable funding and resources among the district's diverse schools and 3) work with family liaisons to engage families with courtesy, dignity, respect and cultural understanding.

The job of School Climate and Engagement Specialist will work directly with students and stakeholders to address social emotional and behavioral challenges with a student-centered, restorative approach. They will collaborate with school-based staff to support schools in creating positive climates for students, teachers, and staff; liaise with community partners to connect students and families with wraparound supports, and work with school staff to grow schoolwide systems of positive behavior practices.

This position requires passion and creativity with strong planning, organization, and facilitation skills. The School Climate and Engagement Specialist must be firmly rooted in collaboration, restorative values, passionate about working in a diverse, urban setting, and see themselves as an educator, counselor, and stakeholder liaison, to mobilize and inspire others around the common goal of improved student outcomes.

**Specific Responsibilities:**

1. Assist in collaborative planning and implementation of wraparound supports, including school climate and culture, and student-centered restorative interventions/processes

**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS**

**School Climate and Engagement Specialist  
Office of Teaching & Learning**

2. Support school-based staff in building their capacity to implement restorative interventions/positive student interactions
3. Work with building Principal, Chief Schools Officer, Chief Equity Officer, and Chief Academic Officer (Administration) to organize and support school staff and administration in coordinating strategic school climate initiatives rooted in a family and community partnership model-
4. Work with Administration to provide technical assistance to schools around building systems and structures related to wraparound supports, student discipline, and Restorative Justice.
5. Assist schools in the creation/development/implementation of behavior data tracking systems and data analysis.
6. Assist in the development and documentation of best practices in school climate and culture.
7. Assist Administration in providing support to schools around community school programing, social-emotional development, and school climate.
8. Support the development and implementation of professional development for adult stakeholders.
9. Build relationships and collaborate with other youth development organizations and community programs- including physical and mental health, after and summer programming, and college and career connections
10. Complete all organizational documentation and reporting requirements for services, activities, evaluation, and program expenses
11. Support the development of safe youth-centered spaces and a youth leadership council

REPORTS TO: Chief Schools Officer

SALARY RANGE: \$60,000 to \$70,000

WORK YEAR: Non-Affiliated 10-Month position, 3 weeks paid vacation



**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Assistant to Director of Facilities  
Office of Finance & Operations**

**Performance Responsibilities:**

Under the direction and supervision of the Director of Facilities, the Assistant to the Facilities Director will provide key assistance in the supervising of all operational services for the Lowell Public Schools, including daily mechanics and strategic projects. The position will assist the Facilities Director by making multiple trips per day to school facilities to document issues, deliver necessities, and to deliver and return equipment and supplies. This position will also assist in monitoring, maintaining, inspecting, documenting, spot checking, and reporting on PPE supplies, filters, equipment, and other necessities within the schools.

**Specific Responsibilities:**

- Will assist in the daily operations of the Facilities Department, including but not limited to overseeing cleaning supplies & lawn, snow and janitorial equipment and related inventory;
- Will schedule and perform small maintenance procedures to maintain equipment (oil changes, belts, and spark plugs replacement) when possible;
- Will deliver and pickup supplies, included but not limited to school supplies, gas, oil, share pins, trimming line, PPE products, cleaning chemicals, and the delivery of information and materials to the elected officials for signature and review when needed;
- Will open or close schools at various times of the day or night until a replacement custodian can be called in;
- Will oversee the maintenance schedule of the school department's 9 vehicles- including oil changes, stickers, brakes, etc.;
- Will accompany Facilities Director or Area Managers at meetings, job sites or with contracting vendors, when needed;
- Will provide coverage for Area Facility Managers for short periods of time in their absence (sick days, leave, etc);
- Will assist with the needs of staff and administrators;
- Will assist Area Facility Managers and senior custodians with supply orders and equipment needs;
- Will assist custodians at "one employee" schools with small tasks that take less than 1 hour;
- Will work to build good working relations and communications with all senior custodians in the LPS;
- Other responsibilities as assigned by Director of Operations and Facilities and Chief Operating Officer.

**QUALIFICATIONS:**

- High School Diploma, Bachelor's Degree preferred; but individuals without a Bachelor's degrees with strong, applicable work experience are strongly encouraged to apply.
- Working knowledge of Aspen, Filemaker Pro, Microsoft Office.
- Commitment to racial and educational equity.

- Experience working in a diverse cultural and linguistic setting.
- Strong interpersonal, verbal, and written communication skills with attention to detail.
- Ability to work flexible hours including some nights and weekends.

REPORTS TO: Director of Operations and Facilities & Area Facility Managers  
SALARY RANGE: \$47,000 to \$50,000  
BUILDING ASSIGNMENT: District-Wide  
WORK YEAR: 12-Month position, 3 weeks paid vacation and holidays, Unaffiliated

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**LOWELL PUBLIC SCHOOLS  
LOWELL, MASSACHUSETTS  
Deputy Chief Academic Officer  
Office of Teaching and Learning**

**QUALIFICATIONS:**

- Master's Degree from an accredited college or university
- Licensure valid for service as a 5-8 and/or 9-12 teacher in the Commonwealth of Massachusetts
- Licensure valid for service as a Supervisor/Director or Assistant Superintendent in the Commonwealth of Massachusetts, preferred
- Minimum of five (5) years of teaching experience and three (3) years administrative experience
- An understanding of performance standards and effective teaching practices which support the Massachusetts Curriculum Frameworks and MCAS
- Working knowledge of various local and state assessment instruments
- Excellent organizational, interpersonal skills, and communication skills (Working knowledge of Aspen, Filemaker Pro, Microsoft Office)
- Demonstrated ability to integrate technology into instruction
- Demonstrate experience with and a strong understanding of standards-based curriculum and instruction;
- Demonstrate an understanding of compliance and classroom instruction for English learners and special education students;
- Successful experience with planning and conducting meetings and facilitation and training methodologies;
- Demonstrate capability to work collaboratively with a variety of stakeholders, such as school district staff, families, youth, community members and other essential partners;
- Demonstrated in-depth knowledge of successful research-based academic strategies, evaluations, theories, techniques, and methods of instruction;
- Demonstrate the ability to develop and implement adult learning activities on the intersections the variables that impact student success, including academics, behavior, bias, etc.
- Comfort with handling multiple projects simultaneously as well as working with rapidly shifting priorities and targets;
- Commitment to self-reflection and on-going learning;
- Experience developing monitoring systems for quality improvement;
- Ability to work independently and in a collaborative team environment;
- Have experience managing a budget and making sound fiscal decisions;
- Experience working with diverse student populations.

**PERFORMANCE RESPONSIBILITIES:**

Under the direction and supervision of the Chief Academic Officer (CAO), the Deputy Chief Academic Officer (CAO) is charged with supporting quality curriculum and providing instructional guidance, assessments and resources to support instruction that develops literacy, language, and knowledge acquisition across contents and that will be grounded in multi-tiered systems of support, utilizing culturally and linguistically sustaining practices and promoting social emotional learning and physical well-being among the diverse students of Lowell Public Schools.

The Deputy CAO must create a culture of teaching and learning by developing evidence-based guidance and materials, including tools, resources, and curriculum and instruction across content and grade levels. This will be true for all classroom, general education, special education, and English learners. In addition, the Deputy CAO will establish the expectations of high-quality professional learning based on adult learning principles. To achieve these goals, the Deputy CAO will have clear milestones and identified data for monitoring the impact on student performance, as well as teaching and learning. In addition, the



**LOWELL PUBLIC SCHOOLS  
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Deputy Chief Academic Officer  
Office of Teaching and Learning**

Deputy CAO will work collaboratively with district leaders to create district-wide systems that ensure all our students have access to high quality instruction.

**Specific Responsibilities:**

1. Supervise, support, coach, and evaluate staff, and model professional competencies in all interactions as a representative of Lowell Public Schools;
2. Model leadership utilizing effective communication skills that reflects a deep commitment to the educational success and opportunity for all students, problem solving skills and protocols, and leading with inspiring transformation;
3. Work collaboratively with district leaders in creating school-based, student-centered academic strategies;
4. Utilize adult learning and change management strategies in the development of resources, tools, and supports for schools and district staff, including ongoing learning opportunities and utilizing research based and promising practices that exist at the national and local level with a particular lens on culturally, linguistically, and abilities diverse student populations;
5. Lead the development and implementation of tools to assess academic performance;
6. Pilot innovative approaches to personalized learning and scale those that are effective;
7. Work collaboratively in designing measurement frameworks and data collection approaches that would help capture students' academic achievement;
8. Establish positive relationships and seek out additional partnerships to ensure resources are accessed and allocated, as well as to support additional practice priorities can be explored;
9. Requires work outside traditional working hours including nights and weekends.
10. Serves as leader in matters relating to curriculum development, implementation and evaluation
11. Facilitates, implements, and assists with the development of a standards-based curriculum in all content areas
12. Coordinates and implements the staff development professional development
13. Coordinates the instructional program in a manner consistent with the District's goals and objectives
14. Reviews, researches, prepares and disseminates information pertaining to trends in curriculum development, extended learning programs, and intervention programs.
15. Facilitates the development of the content of multiple assessments to align with the District's approved curriculum and academic content standards as directed by the Chief Academic Officer.
16. Analyzes reports and interprets student performance data and makes recommendations for instructional improvement to the Chief Academic Officer
17. Develops, submits, and monitors budgets for the operation of assigned programs and services
18. Coordinate the process of textbook evaluation, selection, and adoption at the secondary level
19. Coordinates the program of ongoing evaluation of curriculum and instruction
20. Works with principals in the continuing evaluation of programs to improve student achievement
21. Supervises, directs, coordinates and/or assists with specially funded programs as assigned by the Chief Academic Officer
22. Meets regularly with the Chief Academic Officer to discuss important issues that might directly affect the District
23. Effectively handles parental complaints with regard to curriculum, instruction and assessments.
24. Visits schools regularly to ensure effective communication
25. Supervises and evaluates assigned certified and classified personnel.

**LOWELL PUBLIC SCHOOLS  
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Deputy Chief Academic Officer  
Office of Teaching and Learning**

26. Provides timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools to appropriate district office/school personnel
27. Maintains and cultivates the external and internal image of the District, its divisions and its schools
28. Represents the District in community affairs and activities
29. Coordinates School Committee agenda items and motion responses relating to areas of responsibilities submitting items in a timely and appropriate manner to the Chief Academic Officer for final review
30. Attends elementary and secondary school leadership team meetings on an as needed basis
31. Attends School Committee meetings on an as needed basis
32. Attends all principals' meetings and Leadership meeting
33. Establishes and maintains effective working relationships within a diverse population
34. Duties as assigned by the Chief Academic Officer.

**REPORTS TO:** Chief Academic Officer  
**SALARY RANGE:** \$120,000 to \$130,000  
**WORK YEAR:** Non-Affiliated 12 Month position 227 Days

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